

**CLASS TITLE: CHIEF OF LIQUOR INSPECTION**

**Class Code: 02276500**

**Pay Grade: 30A**

**EO Code: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To supervise the operation of a program of inspection, investigation, detection and prevention of willful and fraudulent violations of the State Alcoholic Beverage laws, rules and regulations relating to the sale and consumption of alcoholic beverages, and to prepare information in response to inquiries related to the issuance, renewal and/or transfer of licenses governing the sale and use of alcoholic beverages; to be responsible for the issuance of brewery, winery, marine, railroad, airline and wholesale licenses and assist the division chief in the regulation of the liquor industry and participate in administrative hearings involving appeals by licensees; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a division chief from whom assignments and instructions are received in outline form with some latitude for the exercise of initiative and independent judgement; work is reviewed upon completion through results obtained and written reports for conformance to laws, rules and regulations.

**SUPERVISION EXERCISED:** Assigns, supervises and reviews the work of an assigned staff of subordinates engaged in inspectional, investigatory, and/or clerical activities.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To supervise the operation of a program of inspection, investigation, detection and prevention of willful and fraudulent violations of the State Alcoholic Beverage laws, rules and regulations relating to the sale and consumption of alcoholic beverages, and to prepare information in response to inquiries related to the issuance, renewal and/or transfer of licenses governing the sale and use of alcoholic beverages; to be responsible for the issuance of brewery, winery, marine, railroad, airline and wholesale licenses and assist the division chief in the regulation of the liquor industry and participate in administrative hearings involving appeals by licensees.

To supervise the work of a staff of subordinates engaged in the inspection and investigation of retail package stores, cafes, taverns, restaurants and other establishments engaged in the sale and consumption of alcoholic beverages to determine compliance with the state liquor laws, rules and regulations relating to improperly bottled liquor, sanitary conditions of facilities and equipment, serving of liquor to minors, violations of legal hours of operation, proper display of licenses and permits and to oversee general compliance with state liquor laws.

To testify at legislative and administrative hearings and represent the division in public forums and before trade associations.

To assist in the preparation and presentation of cases appealed to the Division of Commercial Licensing and Regulation in the Department of Business Regulation.

To establish procedures for coordination and cooperation between the State and local liquor licensing boards and law enforcement agencies.

To advise and consult with the Chief of the Division of Licensing and Commercial Regulation and with enforcement units concerning complaints and occurrences and the disposition of same.

To perform personally the more difficult and complex inspections and investigations.

To prepare information in response to inquiries related to the issuance, renewal, and/or transfer of licenses governing the sale and use of alcoholic beverages.

To assemble, either personally or through subordinates, evidence of violations and to present such information to a superior for disposition or testimony at public hearings.

To assist in the preparation and presentation of cases involving disciplinary actions.  
To prepare written reports.  
To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the State Alcoholic Beverage laws, rules and regulations as they relate to the sale and consumption of distilled spirits, wines and fermented malt liquors and the ability to apply such knowledge in the inspection, investigation, detection and prevention of violations of such laws, rules and regulations; the ability to conduct investigations and inspections and to collect information and data for statistical analysis and evaluation as it relates to the sale of alcoholic beverages; the ability to supervise the work of a staff of inspectors and clerical engaged in inspectional, investigatory, and/or clerical activities; the ability to prepare written reports; explain laws and regulations relating to licensees; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a responsible position involving the performance of inspectional and/or investigatory duties relating to the control of alcoholic beverages.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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